**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Humanitarian Manager |
| **Company:** | Self Help Africa |
| **Department:** | Programme |
| **Location:** | Dublin |
| **Contract Type** | Three-year fixed term– travel up to 30% |
| **Salary Range:** | €50,000-€58,000 |
| **Reports to:** | Programmes Director |
| **Job Purpose:** | Develop Self Help Africa’s humanitarian expertise and grow donor funded humanitarian responses. Increase SHA’s profile as a humanitarian actor, growing humanitarian funding and supporting the country offices to develop humanitarian expertise through training, responses and engagement with key humanitarian actors in each country. |
| **Key Responsibilities:** | The Humanitarian Manager is responsible for all aspects of Self Help Africa’s humanitarian work. These responsibilities include:* Developing and overseeing the implementation of a three-year humanitarian plan;
* Assess capacity gaps in humanitarian response at head office and county office (CO) level;
* Supporting the COs to develop skills in relevant areas such as cash programming, supporting the development of refugee livelihoods, etc.;
* Supporting annual budget preparation;
* Working with the Programme Funding, Programme Support and country offices on the preparation of proposals for donors,
* Supporting COs on reporting to donors on humanitarian work;
* Working with SHA’s technical team of advisors in agriculture, nutrition, gender and inclusion, M&E, enterprise to develop appropriate programme methodologies for humanitarian contexts;
* Working with the Compliance and Finance Manager to ensure the appropriate policies and procedures, including those relating to safeguarding, are in place, complied with and regularly reviewed against best practice;
* Advising the SMT on trends, pending crises, humanitarian standards, and sectoral coherence/opportunities with SHA’s current work;
* Having a good understanding of SHA’s development, private enterprise and other work and how that may be leveraged for humanitarian purposes;
* Working with senior management and the communications team on messaging, public campaigns, etc.
* Security: advising the senior management team and country on security and ensuring that humanitarian and other related staff are adequately trained on security;
* Risk: supporting the SMT and country programmes on managing risks associated with humanitarian work, updating the Humanitarian Risk Register and ensuring its integration into the organisational Risk Register.

**Donors & networking*** Networking with key humanitarian donors particularly Irish Aid, as well as key INGOs, etc.;
* Represent SHA in Dóchas Humanitarian Working Group.
* Support to the country programmes – regular visits, training, support via email/phone calls, etc;

**Emergency Response*** Overseeing prompt responses to chronic or sudden onset humanitarian emergencies in country programmes;
* Overseeing the ongoing development and refinement of processes and procedures underpinning effective emergency response, as well as adequate human and financial resourcing;
* Supporting needs assessments and overseeing planning of responses;
* Supporting SHA’s development of its capacity to implement crisis response with partners.

**Standards & Compliance*** Ensuring that emergency response programme planning and implementation is in line with SHA’s standards, including donor compliance and accountability to beneficiaries, donors and other stakeholders;
* Ensuring that SHA meets with global/sector standards such as Sphere;
* Developing as necessary SHA’s own humanitarian standards.

**Training, development & capacity building*** Providing technical guidance on humanitarian programme approaches, undertaking as required research and development of internal policy and guidelines;
* Undertaking from time to time certain other tasks relating to SHA’s activities as requested, including strategic planning.
* Build capacity and train staff to enable first phase response.
 |
| **Key Relationships:** | **Internal** – SHA Board, the SMT, Programmes team, technical team, country programmes;**External** – donors, humanitarian networks, partner INGOs |
| **Qualifications/Knowledge and Experience** | **Personal specifications:****Essential:*** Five year’s overseas experience in implementing humanitarian programmes, with at least three years of senior management experience;
* Notable experience of deploying in response to rapid and slow onset emergencies, including in a programme lead role;
* Experience supporting strategic programme development including successful proposal development for a wide array of humanitarian donors;
* Experience in developing security protocols and in contingency planning;
* Strong evidence of good interpersonal and communication skill;
* Budgetary and financial management skills;
* Highly flexible and organised, able to manage multiple, simultaneous demands and willing to take on new tasks on an ad hoc basis;
* Be able to work both on own initiative and as part of a team in a high-pressure environment while adhering to deadlines;
* Strong theoretical understanding of the localisation agenda and experience of engaging and working with local partners, ideally including the development of partnership strategies for emergency response;
* Experience of engaging with the cluster coordination systems and key international humanitarian networks;
* Experience working with stakeholder feedback and complaints and response mechanisms.
 |

**Candidates must be entitled to work in Ireland at the time of application.**